

The **Parks and Recreation Board** met Monday, August 15, 2016, 4:30 pm, at the Parks Office. Present at said meeting were Karen Springer, Linda Eales, John MacDonald, Jeff Love, Pat Flannelly and Park Board Attorney, Andy Gutwein. Jan Fawley, Pennie Ainsworth, Jon Munn, Chris Foley, Bess Witcosky, Dan Dunten and Cheryl Kolb represented the department.

Karen convened the Board at 4:32 pm.

Consent Agenda Items

Minutes – provided online initially, then at meeting

Staff Management Report

1. Pennie Ainsworth, Assistant Superintendent's Report

- Softball league's regular season has been completed. The schedule for the end of season Tournament has been completed. Both coed and men's league should complete tournament play by Thursday, August 25, if the weather cooperates.
- Global Fest update: The Entertainment Permit from the State has been approved pending inspection of the stages. Arni's has again agreed to let us use their refrigeration truck. The Mayor has raised \$13,000 for Global Fest. Funds raised are down from last year but we are hopeful that we may receive more donations.
- Global Fest will be held on Saturday, September 17. Global Fest will have more of a street festival feel this year. The location will be outside of Morton and the Library, on Chauncey & Columbia Streets.
- The Naturalization Ceremony will be held on Friday, September 16, @ 3 pm. The West Lafayette Community School Corporation will be providing the Burtfield School site for the celebration.
- Cumberland Park update: The last two pieces of play equipment for the Kiwanis playground have been ordered. The McAllister Foundation donated another \$5,000. We will also be receiving a check for \$20,000 from Bob Rohrman Subaru once the sign and bench are installed.
- Soccer will start practice on August 16, games will start August 27 and the season will end on October 23.

2. Chris Foley, Recreation Director's Report:

- Three-hundred (300) participants registered for the summer Tennis program. Tennis lessons were offered at Happy Hollow School and the Varsity Tennis courts at Cumberland school. Tim Wright, West Lafayette's Varsity Tennis Coach, coordinates the tennis program. This season saw a slight increase by 11 participants from last year.
- Sixty-one (61) children participated in a 3-day non-contact football clinic. West Lafayette Varsity Football Coach, Shane Fry, along with his coaching staff and

varsity players offered instructions in the football fundamentals. The football skills camp was offered to grades Kindergarten through seventh grade.

- The Municipal Pool closed for the summer on Sunday, August 7 after another successful season.
- Summer is winding down but fall planning is in full swing. The staff has been working on the Fall brochure. The Fall brochure contains recreational programs that will continue through December. The brochure will be mailed by the end of August. Staff is working with the postal service on intelligent barcoding the mailing labels in an effort to speed up delivery.

3. Bess Witcosky, Morton Center Director:

- **Coming Soon! New classes at Morton for Fall 2016:**

- Spanish Language for Adults
- Guitar classes and private lessons
- Booiaka Dance Party
- Halloween Monster Mash w/ Susan Kisinger
- Gustav Klimt Mural Project

Community Events: Parks and Recreation will be represented throughout the month of August and September at several community events and Fairs including:

- Purdue Grad Student Fair, Friday, August 19th
- Family Fun Day, Sunday, August 28th from 1p-4p
- A Day in the Park with Morton, Saturday, Sept. 10th from 11a-2p at the Blazingstar Shelter, Prophetstown State Park

Large Events:

- Global Fest, Sept 16-17 please see attached list of activities, entertainment and vendors
- Art on the Wabash, Sunday, Sept. 25 from 10a-4p.

4. Jon Munn, Parks Director Report:

- 7/20 met with BF&S design engineers to discuss the development of a site plan and moving of the Morris schoolhouse.
- 7/26 picked up the Google Trekker equipment and spent the remainder of the week mapping images of all the trails system, public art installations and the Wabash River.
- Installed remaining signage at the Kiwanis Playground @ Cumberland Park
- Made repairs to pole lighting at the swimming pool.
- Met with Greg Terry welding to discuss repairs needed on the Zamboni Ice groomer for the upcoming Ice skating season.
- Contracted a tree to be removed from the River Road Trail at Dehart Street
- Completed the first section of trail sealcoating from Pickett Park on Stadium Ave. around McCormick to Cherry Lane and through the golf course to Lindberg Ave.

- 8/3 met with a homeowner from Blackbird Farms to discuss the condition of fence along the trail and tree removal in that area.
- Met with Ken McCammon from the Friends of Downtown to discuss the logistics of using the west side of the pedestrian bridge as an entrance for the upcoming Beers Across the Wabash event scheduled for Saturday August 27 from 1-6pm.
- Met with Kim Webster from RenoSys corp. to discuss needed repairs on the pool deck lining to be done this fall.
- Made repairs to washed-out footpath on the Salisbury Street footpath entrance to Happy Hollow Park in preparations for the opening of the trail.
- All handrails have been installed on the boardwalk sections of the Happy Hollow Ravine Footpath, and the boardwalk section has been inspected and is ready to open to the public.
- Have been working on truck specs to add a new truck with snowplow to the maintenance fleet in 2017.
- Met with Bev Shaw to discuss upcoming changes to the parking lot at the Farmers Market area. Upgrades include installing islands in the lot and providing electricity, removing some shrubs and small trees to accommodate a new sidewalk entry from Salisbury with ADA improvements, and the location and logistics of the future Public art/entry sign at Cumberland park.
- **Copies of the monthly Trail and Playground inspections will be available for review at the Park Board meeting 8/15/2016**

5. Dan Dunten, Stewardship Director's Report

- **Landscape Bed Maintenance:** In our parks, we have almost 3 acres of landscape beds that must be maintained, which involves pre-emergent herbicide application, spraying, weeding and mulching. My staff has done a good job trying to keep ahead of the weeds.
- **Adopt-A-Spots:** Coordinators for three spots were identified, so all 28 are now covered. Some individuals and companies do a good job with these, but there are others that continually need contacted.
- **Bog Bridges:** We have some wet areas along portions of the trails at the Celery Bog Nature Area, so rough-sawn oak boards have been purchased and we will be building narrow bridges when we cannot work outside.
- **Indiana Parks and Recreation Association:** I will again be serving on the Conference Planning Committee for our state association with specific responsibilities for new member recruitment, education and hospitality.

6. Janet Fawley, Park Superintendent's Report:

- 2017 budget requests for Parks & Rec, CCD, EDIT, & RDC scheduled to be presented to council on 8/23 @ 4:30 pm.

- Mt w/ fund raising professionals re: fund raising for Outdoor Classroom for Celery Bog Nature Area, and for the Happy Hollow Park Playground.
- Bess & I established additional procedures for Morton Center Dance Director & her staff.
- Appropriate staff participated in Google Trekker Training and follow-up discussions about Google's procedures and policies, and our schedule of work. Worked with operational staff during its use to take photos, take care of issues, etc.
- Mt w/ Butler Fairman & Seufert re moving the old schoolhouse.
- Discussed the concept for new playground at Happy Hollow Park with Sales Representatives.
- Participated in WREC meeting; met w/ Stan Lambert re Eagle Scout Project adjacent to Mascouten Park.
- Participated in Council meeting;
- Participated in Mayor's staff meeting & biweekly Parks Staff meeting.
- Participated in "Effective Nonprofit Management" presented by Tippecanoe Arts Federation.
- Completed paperwork for Pool Use Agreement with Purdue.
- Gave tours to City Councilmember David Sanders, and new Development Director, Erik Carlson.
- Participated in RDC 2017 Budget Development meeting.
- Invite distributed for next Master Planning meeting.

Claims – provided online initially, then at meeting

Linda motioned to approve the Consent Agenda Items as presented. Jeff seconded the motion, and the motion carried.

Old Business

N/A

New Business

Pool Use Agreement – Purdue Swim Team

Jan presented information for the Pool Use Agreement, which allows the Purdue Swim Team to use the West Lafayette Municipal Pool. Linda motioned to approve the Pool Use Agreement as presented. Jeff seconded the motion, and the motion carried.

Resolutions

BPR 02-16 and BPR 03-16 (Transfer of Funds)

Jan presented information pertaining to the request for transfer of funds, noting they are for new copiers leased for both the Parks Office and Morton Office that are OCR (Optical

Character Recognition) capable. The feature allows all documents scanned in, and placed on the website, to be accessible. The feature allows persons visually impaired to have the computer read the information to them. Linda motion to approve the transfers for Resolution BPR 2 and Resolution BPR 3 as presented. John seconded the motion, and the motion carried.

West Lafayette School Board

- Janet Winslow, our DARE officer, has been named the 2016 Indiana DARE Officer of the Year. We are very proud of her and appreciative of the great job she does with our students.
- We anticipated 20-30 new students in our corporation this year, but preliminary numbers show nearly 100 new students. Administrative staff is making various adjustments to try to keep class sizes low with all classrooms at every school in use. Resource officers will be checking that all students enrolled live within the WLCSC boundaries.

Wabash River

N/A

Public Comment

N/A

Other**Public Arts Team**

Bev Shaw presented some background information pertaining to the West Lafayette Public Arts Team and the Public Art Selection Group, which jointly collaborate to select the different art projects for the area. One of the art projects, the City's Bicentennial Project, was Pop Goes Purdue, which took 16 people that had gone to Purdue that influenced Pop Culture, liked Orville Redenbacher. Regional artists did portraits of the 16, with various signs made and placed around town. With permission from the Park Board, they would like to place one of the more permanent signs of the portraits at Tommy Johnston Park, in the City's Right-of-Way, and three of them at Morton Community Center. Linda motioned to approve the request as presented. Pat seconded the motion, and the motion carried.

Bev provided a brief update regarding some other projects coming up, noting the Redevelopment Commission has been very kind to the Public Arts Team. The money already budgeted by RDC for 2016, for the sculpture at Cumberland Park near the Farmers Market, is included in the funds scheduled for release in December. Artist, Jeff Laramore, who provided the Heron sculpture at the Celery Bog Nature Area, will be the artist for the Cumberland sculpture. Initially, Jeff was promised the first two sculptures, due to his efforts of designing the sign base that will be consistent in all of the parks. After this, the sculptures will be open to other artists. The RDC has already approved \$10,000.00 to light the sculpture at CBNA, along with lighting the Cumberland sculpture near the Farmers Market, in which Jon has

received quotes for lighting the Heron sculpture. Because we are also doing Cumberland Park electrical improvements, we also plan to light the Cumberland Park sculpture. The RDC has given us \$50,000.00 for 2017 for a sculpture and lighting at this location of Cumberland Park. The one for this location may be a little more recreation-themed, while the one located near the market may have more of a market theme or community theme. Polls for sculpture ideas were sent out for public input. The artist will try to interpret those ideas to help with the design for both locations. For 2017, the RDC has also awarded \$100,000.00, for a sculpture and lighting for Happy Hollow Park. The reason for the amount being higher is due to a greater distance of seeing the sculpture, unlike the Heron sculpture that is near the entrance to CBNA. There will also be smaller signs placed near the pedestrian entrances to the park. Updates for market improvements include curbs, islands with trees, along with electricity for the vendors. The plan for installation is by the end of September. The goal is to have the electricity up and running to see if there are any glitches before the policy is rewritten this winter for next year's vendors. We expect the cost for vendors to increase by a small amount, due to a small increase in utility costs, along with the electricity being an added amenity to the market. In addition, we will need written rules for electrical use at the market. A reminder to all, Art on the Wabash is scheduled for September 25, 10 am to 4 pm in Tapawingo Park.

Request for Special Consideration

Courtney Schmidt/Membership Director at WBAA presented her group's request for having the Pink Walrus truck at their private event. They had planned to use one of our shelters this year, but decided to postpone use until they had more information/permission for the truck. The group is interested in using one of our facilities for next year and wanted to present their request to see if it something we would allow. Ideally, they would like have the event at Happy Hollow Park, or Cumberland Park, depending on construction. The plan is to alternate between the two cities. They will come again next year, with appropriate paperwork to make the request.

Global Fest

Pennie requested to establish a Cash/Change Fund for \$500.00 and a Petty Cash Fund for \$200.00 for Global Fest 2016, with both funds coming from the Nonreverting Operating Fund, and reverting no later than November 30, 2016. Linda motioned to approve the request as presented. Pat seconded the motion, and the motion carried.

Budget

Jan asked if anyone had any questions about the budget. Discussion followed.

Thank You Note

Karen passed around a thank you note from Claystone Apartments, thanking the staff for the picnic tables loaned to them for their Summer Food Service Program.

Jan again thanked all of the sponsors for the Park Board Luncheon, noting the list would be included with the minutes.

Thank You Lunch Sponsors

ADA Consultants of Indiana, LLC
J.L. Anderson Heating & Cooling
Architectural Remodeling – Gale Payne
Christopher B. Burke Engineering LLC
Bobcat of Lafayette
Brightview
Butler Fairman and Seufert, Inc.
Greeley and Hansen LLC – Joe Teusch
Gutwein Law
Haley's Lock, Safe & Key Service, Inc.
Indiana American Water
TL Kincaid Contracting, Inc.
H. Stewart Kline & Associates
O.W. Krohn & Associates, LLP
Lehman & Lehman, Inc.
Lester Recreation Designs, LLC
MBAH Insurance – John Willis
Milestone Contractors L.P.
Morton Community Center Pottery Students
Mulhaupt's, Inc.
Parkreation, Inc.
Parsons Brinckerhoff – Kevin Hall
Pour Boys Concrete, LLC
Rubia Flower Market
The Schneider Corporation
Sound Advice
TBIRD Design Services Corporation
Von Tobel Corporation
Wessler Engineering, Inc.

Adjourn

Linda motioned to adjourn the meeting. Pat seconded the motion, and the meeting adjourned at 4:58 pm.

Next Meeting Date

The next Park Board meeting will be Monday, September 19, 2016 at the Parks Office.

Presiding Officer

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Secretary